

Missouri Department of Transportation

Code: R01004

Title: Railroad and Light Rail Transit Safety Specialist

Exemption Status: Non-Exempt

Grade: 15

Job Description

Effective Date 08-01-2004

Replaces
(Effective Date) 07-01-2002

General Summary

The railroad and light rail transit safety specialist has either a railroad or rail fixed guideway system (light rail transit) emphasis area.

Railroad Safety Specialist - prioritizes railroad grade-crossing upgrades and administers the Grade Safety Account. Responsibilities are performed under general supervision.

Light Rail Transit Safety Specialist - provides safety oversight for rail fixed guideway systems (light rail transit). Responsibilities are performed under general supervision.

Minimum/Required Qualifications

High School Diploma or GED

Railroad Safety Specialist - Federal Railroad Administration Certification as a Grade-Crossing Signal Inspector.

Light Rail Transit Safety Specialist - Transit Safety and Security Practitioner Certification.

Two years of experience as a railroad safety inspector.

Supervisory Responsibilities

None

Location

Central Office - Multimodal Operations

Special Working Conditions/Job Characteristics

Job requires regular, statewide, overnight travel.

Job requires moderate physical activity.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work

- (1) RAILROAD SAFETY SPECIALIST DUTIES: Prioritizes prospective highway-rail grade-crossing projects; coordinates diagnostic review inspections; identifies potential corridor projects from the diagnostic reviews.
- (2) Administers the Grade Crossing Safety Account; recommends payment of project bills after field inspections are conducted and approved; maintains current balances of account funds by tracking project cost estimates against final approved bills.

- (3) Administers the grade-crossing program which notifies signal inspectors of those projects that involve their area of expertise for project inspections; maintains project tracking database system and the grade-crossing inventory; may review railroad signal plans and design criteria and make recommendations on crossing signal applications; may testify in hearings in grade-crossing signal cases.
- (4) Assists supervisor in the development of the section's security plan by identifying security concerns on rail systems within the state.
- (5) Investigates assigned railroad accidents and complaints and prepares report of findings; investigates formal applications for improvements and modifications that are submitted to their section for review, such as requests for proper warning devices for a railroad crossing, and prepares a report with recommendations.
- (6) LIGHT RAIL TRANSIT SAFETY SPECIALIST DUTIES: Conducts periodic component System Safety Program Plan audits for the rail fixed guideway system (light rail transit); develops corrective action plans on audit deficiencies as needed; conducts a full plan audit on all components every three years in cooperation with the Federal Transit Administration Audit Team.
- (7) Investigates or reviews all light rail transit accidents and unacceptable hazardous conditions; determines probable causes and develops a corrective action plan for each incident.
- (8) Conducts periodic inspections of transit system for safety and security for compliance with the System Safety Program Plan, which includes items such as employees, facilities, passenger stations, operating and security procedures, and fire and life safety.
- (9) Conducts annual administrative reviews, such as updates and revisions to the State Safety Oversight Program and to the System Security Plan Internal Annual Safety Audit and Triennial System Audit.
- (10) Coordinates annual compliance inspections by railroad safety inspectors on light rail systems for highwayrail grade-crossing signals, tracks and structures, and hours of service.
- (11) Conducts investigations of light rail employee safety issues, such as walkway safety, rail employee health and facilities, and structural clearances.
- (12) BOTH RAILROAD SAFETY SPECIALIST AND LIGHT RAIL TRANSIT SAFETY SPECIALIST: Prepares reports and summaries as required.
- (13) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.